

Professional and Managerial Branch
Cultural Group
Recreation Series

RECREATION SERVICES SUPERVISOR

08/99 (CDH)

Summary

Under direction, plan, develop, implement and coordinate recreation and social service programs, and provide administrative support services to a variety of targeted groups at an assigned large or complex recreation, youth or senior citizen site, or an aquatics cluster to ensure most effective use of available resources.

Typical Duties

Arrange, improve, direct and evaluate recreation and social service programs, and administer support services at an assigned site. Involves: meeting with targeted groups or their representatives, determining service or program needs, planning for allocation of resources; promoting fund raising and volunteer activities, as required; conferring with civic groups and associations, coordinating use of buildings, structures, pools, sports fields, play grounds, equipment and supplies; oversee operation of approved activities, participating in or leading group tours or activities; conducting athletic, aquatic, cultural and crafts classes; evaluating and modifying ongoing programs and activities to meet objectives; developing and controlling usage schedules; coordinating support capabilities of City, Federal, State and regional agencies and organizations to enhance effectiveness; hearing public or participant complaints or inquiries; resolving or recommending resolution within guidelines or as directed.

Prepare, oversee and audit budgets for an assigned site and designated programs. Involves: assessing needs of operation on financial and volunteer resources, prioritizing program activities, reallocating personnel, equipment and financial resources; forecasting future program requirements, developing budgets and sources of support for facility usage; accounting for or overseeing receipt and deposit of fees or other participant assessments; preparing specific cost estimates for proposed program applications; monitoring expenses, approving billings and expenditures, analyzing and adjusting expenditures to meet cost projections, obtaining additional support to meet projected short falls; preparing capital budget forecasts, justifying proposed capital improvements, preparing maintenance cost estimates to meet health, safety and operating standards; making routine reports and evaluations, providing information or data, and perform studies as assigned.

Supervise a group of assigned recreation leaders or specialists, other general services, or contract employees and volunteers. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance and reviewing ratings by subordinates, coaching and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting during temporary absences for supervisor, coworkers or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under general supervision; logging activities, and preparing and submitting recurring or requested activity or status reports.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Recreation Management or a related field; plus two (2) years professional experience in administration of recreation or social service programs, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: various approaches to meeting known community and targeted group recreational needs; facilities and equipment used in a broad range of recreation activities. Good knowledge of administrative procedures and regulations governing operation of recreational and social programs. Some knowledge of the theory and application of social and recreational programs and their impact on individual and group behavior.

Ability to: assess needs of targeted groups and convert those needs into specific activities within resource constraints, and allocate resources to overcome inhibiting limits; coordinate and administer operations, prepare

budgets and control costs to meet budgetary restraints; develop and obtain public volunteer and financial support for needed activities; deal effectively with complaints and suggestions from participants; create and adjust work and facility schedules to meet program needs; establish effective working relationships with fellow employees, public officials, private association representatives, and civic group leaders; realistically evaluate program effectiveness.

Skill in: Safe operation and care of a motor vehicle.

Physical Requirements: Occasional lifting, carrying, pushing or pulling moderately heavy objects, averaging up to fifty (50) pounds to set up recreational equipment or supplies; driving through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

Special Requirements: Subject to call back in unusual or unforeseen situations, and working flexible hours, weekends, holidays and extended hours as required.

Director of Personnel

Department Head